

# Employment Availability Information

## State of Hawaii Application for Civil Service Positions

Department of Human Resources Development State Recruiting Office  
235 S. Beretania St., Rm. 1100 Honolulu, HI 96813-2437

Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

### INSTRUCTIONS:

1. Please type or print in ink. Complete both sides of this form.
2. Use this form to apply for the job(s) described on the accompanying State of Hawaii Career Opportunity announcement. If you are applying for more than one level of work, (for example, Accountant III & IV) this form will be used for all levels for which you've applied. If you wish to have different information for each level, you must submit a separate Employment Availability Information form for each level. **Please remember to complete a separate application and Employment Availability Information form to apply for job(s) on another State of Hawaii Career Opportunity announcement.**
3. The employment conditions you choose will determine the types of job(s) (for example, full-time, permanent, Wailuku, etc.) for which you may be referred. Changes to your availability must be in writing and submitted to us at the above address.
4. Notify the State Recruiting Office in writing of any changes to your mailing address, telephone number, and/or work availability. Be sure to include your full name, Social Security number, and the job you applied for. Your changes will replace the previous information on record.

RECRUITMENT NO.	JOB TITLE	HRD Use Only			
		Acc	Rej	Code(s)	Notice Date
		Appl/Empl ID		RV	VP/Exp. Date
					PMS/Date:

Do you have a current driver's license? ☐ Yes ☐ No

If yes, please provide verification of the following information:

					HRD Use Only
Driver's License Number	Type/Class & Endorsement	State	Expiration Date	Date Verified	Initials

<b>Are you a civil service member of the Hawaii State Government, Executive Branch?</b> (To be used for Promotional Recruitments only) <input type="checkbox"/> Yes <input type="checkbox"/> No	Dept/Date Verified	Initials
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**Employment Availability** Please check (✓) the following conditions of employment for which you are interested and available.  
*A blank response will be considered a NO response.*

- |                                        |                                    |                                    |                                    |                              |                             |
|----------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------|-----------------------------|
| 1. Permanent job                       | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | 5. Jobs at a Hospital              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Temporary job of 3 to 9 months      | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | 6. Jobs at a Correctional Facility | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Temporary job of more than 9 months | <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | 7. A job at a lower rate of pay    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Shift Work                          | <input type="checkbox"/> Yes       | <input type="checkbox"/> No        |                                    |                              |                             |

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**Geographical Availability** Please check (✓) all the locations for which you are willing to accept employment.  
Note: You must be available to work in any or all areas within the geographic area(s) that you have selected.

### OAHU

- ☐ **Ewa** (Includes Makakilo, Kapolei, Barber's Point, Ewa Beach)
- ☐ **Waipahu to Aiea** (Includes Waikele, Waipio, Pearl City)
- ☐ **Halawa to Kalihi** (Includes Aliamanu, Airport, Salt Lake, Moanalua, Mapunapuna, Kapalama, Palama, Sand Island, Iwilei)
- ☐ **Downtown** (Includes Nuuanu, Pauoa, Makiki-Kapiolani, Ala Moana)
- ☐ **Manoa to Kahala** (Includes McCully, Moiliili, Waikiki, Kapahulu, Kaimuki, Waialae, Palolo)
- ☐ **Aina Haina to Hawaii Kai**
- ☐ **Waimanalo / Kailua**
- ☐ **Kaneohe to Kualoa** (Includes Kahaluu, Waiahole, Waikane)
- ☐ **Kaaawa to Kahuku** (Includes Punaluu, Hauula, Laie, Kuilima)
- ☐ **North Shore** (Includes Waimea, Haleiwa, Waialua)
- ☐ **Wahiawa / Kunia / Mililani**
- ☐ **Waianae Coast** (Includes Nanakuli, Maili, Waianae, Makaha)

### HAWAII

- ☐ **Hilo** (Includes Papaikou, Pepeekeo, Honomu, Hakalau, Ninole, Papaaloa, Laupahoehoe)
- ☐ **Honokaa / Hamakua** (Includes Ookala, Paauilo, Paauhau, Haina, Kukuihaele)
- ☐ **Kamuela / Kohala / Waikoloa** (Includes Halaula, Kapaau, Hawi, Kawaihae)
- ☐ **Kona** (Includes Keahole, Kailua-Kona, Holualoa, Keauhou, Kealakekua, Captain Cook, Honaunau)
- ☐ **Ka'u** (Includes Ocean View, Naalehu, Pahala)
- ☐ **Puna** (Includes Hawaii Volcanoes National Park, Volcano, Mountain View, Kurtistown, Keaau, Pahoa, Kapoho)

### MAUI

- ☐ **Wailuku / Kahului** (Includes Puunene, Paukukalo, Waiehu, Waihee)
- ☐ **Lahaina**
- ☐ **Maalaea / Kihei / Wailea**
- ☐ **Hana**
- ☐ **Makawao** (Includes Pukalani, Haliimaile, Haiku, Paia)
- ☐ **Kula**

### KAUAI

- ☐ **Lihue** (Includes Hanamaulu)
- ☐ **Kapaa** (Includes Wailua, Kealia, Anahola)
- ☐ **Hanalei** (Includes Kilauea, Princeville, Haena)
- ☐ **Waimea** (Includes Kokee, Kekaha, Kaumakani, Hanapepe, Eleele, Port Allen, Kalaheo)
- ☐ **Koloa** (Includes Lawai, Omao)

### LANAI

- ☐ **Lanai City**

### MOLOKAI

- ☐ **Kaunakakai** (Includes Maunaloa, Hoolehua, Kualapuu)
- ☐ **Kalaupapa**